



# JEFFERSON COUNTY COUNTY ADMINISTRATOR

Website: [jeffersoncountywi.gov](http://jeffersoncountywi.gov)

“Jefferson County: Responsible government  
advancing quality of life”

**\*REVISED 02-06-2015**

## MEMORANDUM

**BEN WEHMEIER**  
County Administrator

**TAMMIE JAEGER**  
Administrative Secretary

**TO:** Editors

**FROM:** Ben Wehmeier, County Administrator

**DATE:** February 5, 2015

**SUBJECT:** JEFFERSON COUNTY Meetings – Week of February 9, 2015

<b>February 9, 2015 Monday</b>	UW Extension Education Committee	8:30 a.m.	UW Extension 864 Collins, Rm 12, Jefferson
	Drainage Board	9:30 a.m.	Jefferson County Courthouse Rm 202
<b>February 10, 2015 Tuesday</b>	Human Services Board	8:30 a.m.	Workforce Development 874 Collins, Rm 103, Jefferson
	<b>*County Board (Agenda revised)</b>	<b>7:00 p.m.</b>	<b>Jefferson County Courthouse Rm 205</b>
<b>February 11, 2015 Wednesday</b>	No Scheduled County Meetings		
<b>February 12, 2015 Thursday</b>	Finance Committee	8:30 a.m.	Jefferson County Courthouse Rm 112
	Zoning Board of Adjustment – Site Inspections	10:15 a.m.	Jefferson County Courthouse Rm 203
	Zoning Board of Adjustment – Public Hearing	1:00 p.m.	Jefferson County Courthouse Rm 205
<b>February 13, 2015 Friday</b>	Task Force on County Government Organization & Operations	8:30 a.m.	Jefferson County Courthouse Rm 202
<b>February 14, 2015 Saturday</b>	No Scheduled County Meetings		
<b>February 15, 2015 Sunday</b>	No Scheduled County Meetings		



**Jefferson County**

**University of Wisconsin-Extension  
Cooperative Extension**

864 Collins Road  
Jefferson, WI 53549

(920) 674-7295

(920) 674-7200 (fax)

**DATE:** February 3, 2015  
**TO:** Paul Babcock, Glen Borland, Peter Hartz, Ed Morse, Dick Schultz and Other Interested Citizens  
**CC:** Ben Wehmeier, Barb Frank, Tammie Jaeger, Jim Schroeder, Matt Hanson  
**FROM:** LaVern Georgson, Agriculture Agent  
**RE:** University Extension Education Committee Meeting

A meeting of the Jefferson County University Extension Education Committee will be held on **Monday, February 9, 2015 at 8:30 a.m.** at UW-Extension, 864 Collins Rd., **Room 12**, Jefferson, Wisconsin.

1. Call to Order & Roll Call (to establish a quorum)
2. Certification of Compliance with Open Meetings Law
3. Approval of Agenda (for possible rearrangement)
4. Approval of January 12, 2015 Meeting Minutes
5. Communications
6. Public Comment: Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.
7. Budget Update
8. Agent Reports
9. Next meeting date – March 9, 2015 (This will be a longer meeting than normal due to performance evaluations.)
10. Identify Future Agenda Topics
11. Adjourn

**The Committee may discuss and/or take action on any item specifically listed on the agenda.  
Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24  
hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**

*“Enriching people with knowledge, perspective, skills and aspirations. “University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.*

JEFFERSON COUNTY FARM DRAINAGE BOARD Monthly

Board Meeting

Jefferson County Courthouse  
311 S. Center Avenue, Room 202  
Jefferson, WI 53549

February 9, 2015

9:30a.m.

*AGENDA*

1. Call meeting to order
2. Pay bills
3. Motion to adjourn

# AGENDA

Jefferson County Human Services Board  
Jefferson County Workforce Development Center,  
874 Collins Road, Room 103, Jefferson, WI 53549  
February 10, 2015 at 8:30 a.m.

## Committee Members:

Jim Mode, *Chair*

Dick Jones, *Vice Chair*

Russell Kutz

Augie Tietz

John McKenzie, *Secretary*

Julie Merritt

Jim Schultz

1. Call to Order
2. Roll Call/Establishment of Quorum
3. Certification of Compliance with the Open Meetings Law
4. Review of the February 10, 2015 Agenda
5. Citizen Comments (Members of the Public who wish to address the Board on specific agenda items must register their request at this time.)
6. Approval of January 13, 2015 Board Minutes
7. Communications
8. Review of December, 2014 Financial Statement
9. Review and Approve January, 2015 Vouchers
10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging and Disability Resource Center
11. Update on New Professional Contracts
12. Proclamation Recognizing March as Professional Social Worker Month
13. Request for County Board Resolution Recognizing April as Child Abuse Prevention Month
14. Nominate Cheryl Langlois as a member to the Nutrition Project
15. Director's Report:
  - County Task Force Report
  - 2015 – 2017 State Biennial Budget
16. Updates from Wisconsin County Human Services Association
17. Set next meeting date and potential agenda items (March 10 at 8:30)
18. Adjourn

**The Board may discuss and/or take action on any item specifically listed on the Agenda. Special Needs Request** - Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

## AGENDA

### JEFFERSON COUNTY BOARD MEETING

February 10, 2015          7:00 p.m.

Jefferson County Courthouse  
311 S. Center Avenue, Room 205  
Jefferson, WI 53549

**\*REVISED 02-06-2015**

1. **CALL TO ORDER**
  2. **ROLL CALL BY COUNTY CLERK**
  3. **PLEDGE OF ALLEGIANCE**
  4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
  5. **APPROVAL OF THE AGENDA**
  6. **SPECIAL ORDER OF BUSINESS**
    - a. Update on Explanation of Regional Cooperation – Genevieve Borich, Economic Development Director
  7. **COMMUNICATIONS**
    - a. Treasurer's Monthly Report – December
    - b. Treasurer's Monthly Report – January (Addendum to Agenda)
    - c. Resignation – James Schroeder from the Solid Waste/Air Quality Committee
    - d. Zoning Committee Notice of Public Hearing, February 19, 2015
    - e. **\*Retirement Recognitions**
  8. **PUBLIC COMMENT** (Agenda Items)
  9. **ANNUAL REPORTS**
    - a. Community Dental Clinic – Barb Morrison Gudgeon, Clinic Director
    - b. Literacy Council – Lynn Forseth, Executive Director
    - c. Rock River Free Clinic – **\*Jeff Mason, Vice-Chair, Rock River Free Clinic Board**
    - d. UW Extension Education – Steve Grabow, Community Development Educator
    - e. 2014 Committee Meeting Payments
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
10. **FAIR PARK COMMITTEE**
    - a. Resolution 2014-57 – Exclusive Fair Park signage agreement
  11. **HUMAN RESOURCES COMMITTEE**
    - a. Ordinance – Amend the Personnel Ordinance to comply with changes to the Health Insurance Portability and Accountability Act (HIPAA)
  12. **PARKS COMMITTEE**
    - a. Resolution – Authorize application for Outdoor Recreation Aids Grant
    - b. Resolution – Authorizing a Licensing Agreement between Wisconsin Electric Power Company doing business as WE Energies and Jefferson County for the purpose of constructing a segment of the Interurban Trail from Watertown to Oconomowoc

13. **PLANNING & ZONING COMMITTEE**
  - a. Report – Approval of Petitions
  - b. Ordinance - Amend Zoning Ordinance
14. **APPOINTMENTS BY COUNTY ADMINISTRATOR**
  - a. William Gaugert, Sullivan, WI to the Sheriff's Civil Service Commission for a 5-year term ending January 1, 2020
  - b. Kevin Purcell, Town of Koshkonong, WI to the Sheriff's Civil Service Commission for a 5-year term ending January 1, 2020
  - c. Jill Nadeau, Watertown, WI to the Mid WI Federated Library Systems Board for a 3-year term ending January 1, 2018
15. **APPOINTMENT BY COUNTY BOARD CHAIR**
  - a. Laura Payne, Cambridge, WI to the Solid Waste and Air Quality Committee to fill an unexpired term ending April 19, 2016
  - b. \*Adam Bols, Farmco-Servco FS, Jefferson to the Local Emergency Planning Committee (LEPC) for an indeterminate term (Addendum to Agenda)
  - c. \*Nicol Haberman, Emergency Management, to the Local Emergency Planning Committee (LEPC) for an indeterminate term (Addendum to Agenda)
  - d. \*Stephanie Gander, American Red Cross, to the Local Emergency Planning Committee (LEPC) for an indeterminate term (Addendum to Agenda)
16. **PUBLIC COMMENT** (General)
17. **ANNOUNCEMENTS**
  - a. Update: Task Force on County Government Organization & Operations
18. **ADJOURN**

**NEXT COUNTY BOARD MEETING**

**MARCH 10, 2015 7:00 P.M. ROOM 205**

## **Agenda**

### **Jefferson County Finance Committee**

Jefferson County Courthouse  
311 S. Center Avenue  
Room 112  
Jefferson, WI 53549

Date: Thursday, February 12, 2015

Time: 8:30 a.m.

Committee members:	Jones, Richard (Chair)	Poulson, Blane
	Braugher, James (Vice Chair)	Schroeder, Jim
	Hanneman, Jennifer (Secretary)	

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the agenda
5. Public comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of Finance Committee minutes for January 8, 2015
7. Communications
8. Discussion and Possible action of a contingency transfer to the Sheriff Department for additional cost to replace the Radio Console and Controller.
9. Monthly Financial Report for Preliminary December 2014-Finance Department
10. Monthly Financial Report for Preliminary December 2014-County Clerk
11. Monthly Financial Report for Preliminary December 2014-Treasurer
12. Monthly Financial Report for Preliminary December 2014-Child Support
13. Discussion of funding for projects related to the new Highway Facilities
14. Review and discussion on 2014 projections of budget vs. actual
15. Update on contingency fund balance
16. Set future meeting schedule, next meeting date, and possible agenda items
17. Payment of invoices
18. Adjourn

Next scheduled meetings:

Friday, March 6, 2015 Closing Year End and Carryovers
Thursday, March 12, 2015 Regular Meeting
Thursday, April 9, 2015 Regular Meeting
Thursday, May 14, 2015 Regular Meeting
Thursday, June 11, 2015 Regular Meeting
Thursday, July 9, 2015 Regular Meeting

All meetings are scheduled to begin at 8:30 am in Room 112 unless otherwise noted.

*The Committee may discuss and/or take action on any item specifically listed on the agenda.*

***Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.***

## JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

Janet Sayre Hoeft, Chair; Dale Weis, Vice-Chair; Don Carroll, Secretary;  
Paul Hynek, First Alternate; Lloyd Zastrow, Second Alternate

**PUBLIC HEARING** BEGINS AT **1:00 P.M.** ON THURSDAY, FEBRUARY 12, 2015 IN ROOM 205, JEFFERSON COUNTY COURTHOUSE

**CALL TO ORDER FOR BOARD MEMBERS** IS AT 10:15 A.M. IN COURTHOUSE ROOM 203, PRIOR TO THE HEARING

**SITE INSPECTION FOR BOARD MEMBERS** LEAVES AT 10:30 A.M. FROM COURTHOUSE ROOM 203, PRIOR TO THE HEARING

1. Call to Order-Room 203 at 10:15 a.m.
2. Roll Call
3. Certification of Compliance with Open Meetings Law Requirements
4. Review of Agenda
5. Approval of January 8 Meeting Minutes
6. Communications
7. Site Inspections – Beginning at 10:30 a.m. and Leaving from Room 203  
V1440-15 – Godfrey Enterprises LLC, W6630 CTH B, Town of Aztalan  
V1441-15 – Douglas & Lisa Smithback, W9699 Lake Drive, Town of Sumner
8. Public Hearing – Beginning at 1:00 p.m. in Room 205
9. Explanation of Process by Board of Adjustment Chair

### NOTICE OF PUBLIC HEARING ***JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT***

**NOTICE IS HEREBY GIVEN** that the Jefferson County Zoning Board of Adjustment will conduct a public hearing at 1:00 p.m. on Thursday, February 12, 2015 in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. Matters to be heard are applications for variance from terms of the Jefferson County Zoning Ordinance. No variance may be granted which would have the effect of allowing in any district a use not permitted in that district. No variance may be granted which would have the effect of allowing a use of land or property which would violate state laws or administrative rules. Subject to the above limitations, variances may be granted where strict enforcement of the terms of the ordinance results in an unnecessary hardship and where a variance in the standards will allow the spirit of the ordinance to be observed, substantial justice to be accomplished and the public interest not violated. Based upon the findings of fact, the Board of Adjustment must conclude that: 1) Unnecessary hardship is present in that a literal enforcement of the terms of the ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome; 2) The hardship is due to unique physical limitations of the property rather than circumstances of the applicant; 3) The variance will not be contrary to the public interest as expressed by the purpose and intent of the zoning ordinance. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** There may be site inspections prior to public hearing which any interested parties may attend; decisions shall be rendered after public hearing on the following:

**V1440-15 – Aztalan Inn/Godfrey Enterprises Property:** Variance from Sec. 11.07(d) of the Jefferson County Zoning Ordinance to allow additions to the property at **W6630 CTH B** at less than the minimum required setback to the centerline and right-of-way of CTH B, and from Sec. 11.09(c) to exceed 50% of the structural members of that building to allow expansion of its footprint. The property is on PIN 002-0714-1713-009 (0.6 Acre) in a Business zone, Town of Aztalan.



**V1441-15 – Douglas & Lisa Smithback:** Variance from Sec. 11.10(d) to sanction a deck at less than the required setback from the ordinary high water mark of Lake Koshkonong. The site is at **W9699 Lake Drive** in the Town of Sumner on PIN 028-0513-3022-004 (0.18 Acre) in a Residential R-2 zone.

10. Decisions on Above Petitions
11. Adjourn

**If you have questions regarding these variances, please contact the Zoning Department at 920-674-7113 or 920-674-8638. Variance files referenced on this hearing notice may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. Materials covering other agenda items can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).**

The Board may discuss and/or take action on any item specifically listed on the agenda.

#### **JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT**

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so appropriate arrangements can be made.

*A digital recording of the meeting will be available in the Zoning Department upon request.*

# **AGENDA**

## **Task Force on County Operations & Organization**

Jefferson County Courthouse  
311 S. Center Avenue, Room 202  
Jefferson, WI 53549

February 13, 2015 – 8:30 a.m.

### **Members**

Kathi Cauley, Jennifer Hanneman-Chair, Sue Happ, George Jaeckel, Ron Krueger, Russell Kutz-Vice Chair, Steve Nass, Joe Nehmer, Timothy Smith-Secretary

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meeting Law Requirements
4. Introductions
5. Review of Agenda
6. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
7. Approval of January 28, 2015 Task Force meeting minutes
8. Review of Audits – Administration, Highway and MIS
9. Discussion and possible action on principle statement
10. Review information from Department Heads regarding comparable counties
11. Discuss scheduling topics for future agendas
12. Communications
13. Set Next Meeting Date
14. Set next meeting date agenda items
15. Adjourn

The Committee may discuss and/or take action on any items specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.